



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: CJP-05-021A(DH)

JOB TITLE: Supervisory Social Services Program Director, GS-101-15

AREA OF CONSIDERATION: All Sources

OPENING DATE: 3/15/2005

CLOSING DATE: 04/19/2005 (Applications must be received by 5:00 pm)

PROMOTION POTENTIAL: NONE

STARTING SALARY: GS-15, \$103,947 pa

Supervisory Social Services Program Director, GS-101-15, (1 position), Court Services & Offender Supervision Agency (CSOSA), Community Justice Program (CJP), Re-entry and Sanctions Center, Washington, DC.

THIS VACANCY ANNOUNCEMENT HAS BEEN AMENDED TO EXTEND THE CLOSING DATE.

DUTIES: The incumbent will serve as the Program Director. The incumbent is responsible for the overall management of a Re-Entry and Sanctions Center, the mission of which is to provide intensive assessment and reintegration programming for high-risk offenders and defendants, and residential sanctions for offenders who violate their release conditions. Because the offenders and defendants reached have extensive substance abuse histories, the Re-entry and Sanctions Center provides evaluation, counseling, treatment readiness, and referral services to other treatment facilities. Under the general direction of the Associate Director for Community Justice Programs, the incumbent is delegated full authority and responsibility for carrying out the mission and goals of the program. The incumbent is also responsible for the administrative and operational aspects of the program including long range planning, policy and procedure development, budget oversight, contract monitoring, staff recruitment, selection and evaluation; and program evaluation.

QUALIFICATIONS: **Basic requirements:** Degree in behavioral or social science; or related discipline appropriate to the position; OR a combination of education and experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field; OR four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

AND

One year of specialized experience equivalent to the next lower grade level in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **Specialized experience includes:** Successful performance, extensive experience, and creative leadership in prior managerial position(s) in a substance abuse treatment facility or correctional institution. Strong leadership skills and extensive experience managing a facility that housed a minimum of 50 or more offenders or others and provided intensive substance abuse assessments in either a residential or correctional environment (e.g., residential – treatment facility, reentry program, sanctions center, or correctional institution.). Experience gained through work in a facility accredited by the American Correctional Association (ACA), American Society of Addiction Medicine (ASAM), the Commission on the Accreditation of Rehabilitation Facilities (CARF), or any other accrediting body. Experience in activating an assessment and orientation program, reentry program, or sanctions center, or a correctional facility that housed 50 or more offenders or others is preferred.

Status-eligible candidates must meet time-in grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: Applicants' eligibility for this position will be determined by the selective placement factor provided and the extent and quality of their experience, education and training. If you meet the basic qualification requirements and have experience in the selective placement factor (SPF), your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS SHOULD ADDRESS THE SELECTIVE PLACEMENT FACTOR AND EACH OF THE KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.

IF YOU DO NOT POSSESS THE SELECTIVE PLACEMENT FACTOR YOUR APPLICATION WILL NOT RECEIVE FURTHER CONSIDERATION.

SELECTIVE PLACEMENT FACTOR:

Demonstrated extensive experience and strong leadership skills in managing a facility that housed 50 or more offenders or others and provided intensive substance abuse assessments in either a residential or correctional environment (e.g., residential treatment facility, re-entry program, sanctions center, or correctional institution).

KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrated experience providing leadership, direction and effective decision-making in the operational and clinical aspects of a facility that assessed the treatment readiness of substance abusers in either a residential or correctional setting.
2. Demonstrated experience managing human resources, establishing work priorities, delegating assignments to subordinates, evaluating staff performance, and identifying appropriate training.

3. Ability to develop and implement long-range planning and performance objectives that direct the operations of a facility.
4. Demonstrated skill in writing procedures, preparing policies, testimonies, and other written documents that impact the overall direction and work of an organization.
5. Ability to formulate a budget, manage fiscal resources, and communicate resource needs.
6. Ability to explain, advocate, and express facts and ideas in a convincing matter, and negotiate with individuals and groups internally and externally.
7. Knowledge of criminal justice administration and the trends, policies, and programs related to community justice and other correctional programs.
8. Skill in establishing and maintaining liaisons with executives, community leaders, and other key officials.

On a separate sheet of paper, address your experience and/or education related to the SPF/KSAs described above, giving specific examples. List the SPF and each of the KSAs separately and explain how your experience, education, training, self-development activities relate to each SPF/KSA. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and SPF/KSAs listed above. You should also provide detailed evidence of the SPF/KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

AGENCY BACKGROUND INFORMATION: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF 510). A copy of the brochure (OF 510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants who wish to be considered under both merit promotion and competitive procedures, must submit two applications. If only one application is submitted, you must indicate if you want to be considered under merit promotion procedures or competitive procedures. If you do not indicate a preference, your application will be considered according to your eligibility.

Status applicants must submit a copy of their latest SF-50 and their latest performance appraisal dated within the last 12 months.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the

ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Veterans: If you are claiming 5 point veteran preference, a DD-214 is required. If claiming 10 point veteran preference, a DD-214, SF-15 and a letter dated within the last 12 months from the VA are required.

Applications and all required documents must be received by 5:00 p.m. on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Dot Hawkins on (202) 220-5637 or **TTY (202) 220-5474**. Applications must be *received* by 5:00p.m. on the closing date.

Email Address: Applicants may also submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.